

# Road Project STAGE 3 Submittal Checklist

(Disclaimer: This checklist is dynamic and not inclusive of all items. **The items in the checklist are guidelines. If there are any conflicts with this list and Chapter 14 of the Design Manual, the Design Manual will govern.** The designer is responsible for completeness and accuracy for all items included in the contract.)

## **I      Final Plans or STAGE 3**

### **► ERMS Submittal for STAGE 3 should include the following;**

- ☐ Transmittal Letter
- ☐ Plans w/ Cross Sections
- ☐ Final Design Computations
- ☐ Final Quantity Calculations
- ☐ Final Cost Estimate
- ☐ Scope/Environmental/Permit Form
- ☐ Quality Assurance Form
- ☐ Level 1 Design Criteria Checklist
- ☐ Any new Level 1, 2, 3 Design Exception Requests
- ☐ (Previous Submittal) Mark-ups
- ☐ Response to Comments Letter
- ☐ Special Provisions
- ☐ Completed Permits
- ☐ Commitment Form
- ☐ Traffic Management Plan (TMP) – if required
- ☐ Separate files for Traffic Plans (Signing, Lighting and Signals)
- ☐ Approved Pavement Design

### **► Conformance**

- ☐ Verify previous review comments have been accounted for.
- ☐ Level One Design Criteria - Verify correct criteria is being used (3R, 4R...)
  - ☐ Note approval dates of any design exceptions
- ☐ Verify the final pavement design has been incorporated into the typical cross section and final quantities.
- ☐ Include the following computations and quantities with this submission:
  - ☐ Updated construction cost estimate
    - ☐ Compare with quantity calculations
    - ☐ Compare with quantity tables in plan set
    - ☐ Look for any missing pay items
  - ☐ Completed special provisions.
    - ☐ ~~Review RSP 107 C 051 – If Area > 0.1 Acre, then cross out paragraph 1. If Area < 0.1 Acre, then cross out paragraph 3.~~
    - ☐ ~~If the area impacted is greater than 0.1 acres, then verify that the IDM Long Form was submitted.~~
- ☐ Ensure that the recommendations from the Geotechnical Report and other reports regarding peat, hazardous waste, special wastes, etc. have been incorporated into the plans, specifications and cost estimate.

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- ▶ **Plans** (Note: Many of these Plan Sheet items were added to the review list because that's what designers are missing. This list will change periodically depending on consultant quality. The reviewer should not be spending a lot of time on these items.)
  - ☐ Verify previous review comments have been accounted for.
  - ☐ The plans should be complete at this project stage and should include the following:
    - ☐ Title Sheet
    - ☐ Plan and Profile Sheets.
      - ☐ Ensure that structure notations are completed
      - ☐ Sodding, riprap and paved/sodded ditch locations are indicated
      - ☐ Grades < 1% Use Seeding
      - ☐ 1% ≤ Grade < 2.99% Use Sodding
      - ☐ G ≥ 3% Use Paved or Riprap lined ditch
      - ☐ Earthwork balances are shown
      - ☐ Removal items noted.
    - ☐ Detail Sheets. Ensure all details are completed and included with this submission. This includes details for:
      - ☐ Temporary erosion control
      - ☐ Traffic maintenance details
      - ☐ Traffic design elements (e.g., intersections, signals, signing and lighting).
    - ☐ Tables. (Reviewer: only concentrate on major items) Complete all data tables including the:
      - ☐ Structure data table
      - ☐ Approach table
      - ☐ Underdrain table
      - ☐ Paved side ditch and sodding table
      - ☐ Guardrail table
      - ☐ Sign summary table
    - ☐ Cross Sections. Design information on cross sections should be essentially complete. This includes final structure notations, earthwork areas and volumes, and benching areas and volumes.
  - ☐ Include a copy of the Scope/Environmental Compliance Certification/Permit Application Certification Form.
  - ☐ All Permits should be approved at this Stage. Coordinate with the Project Manager if not.
- ▶ **Additional Concerns**
  - ☐ Verify that the appropriate version of the Special Provisions and other standards are being used based on the Letting Date. To determine the letting date, find the RFC date on the evaluation form and add 3 months.
  - ☐ Check with the PM to make sure the consultant has forwarded a set of plans and the geotechnical review of final check prints form to the INDOT Geotechnical Engineer.
  - ☐ Review Quality Assurance Form {Use IDM 14-2.03(07)} (PE's should be indicated)
  - ☐ Review plans in accordance with the latest Design Memorandums. (Note: anyone doing reviews must be familiar with all the latest Design Memorandums)

## **Road Project STAGE 3 Submittal Checklist**

- ☐ Do the plans comply with any recent changes to the Design Manual? (Note: Now in effect, all design manual changes will show the date the revision is made in the section heading of the online manual. All designers and reviewers must use the online version of the design manual.)
- ☐ Complete Review Comment Letter
- ☐ Complete Evaluation Form